



Advance Ticketing Manual

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1. FARE DISPLY (FD=SECTOR FARE WITHOUT TAX)

FD15MAYDACYYZ/EK	(To see Adult fare)
FD15MAYDACYYZ/EK*CNN	(To see Child fare)
FD15MAYDACYYZ/EK*UNN	(To see Unaccompanied Child fare)
FD15MAYDACYYZ/EK*INF	(To see Infant fare)
FD15MAYDACYYZ/EK:BDT	(To see Rate Exchange fare)
FD15MAYDACYYZ/EK@C	(To see Business Class fare only)
FD15MAYDACYYZ/EK-OW	(To see One Way fare)
FD15MAYDACYYZ/EK-RT	(To see Return fare)
FD15MAYDACJED/BG*PLM	(To see Umrah fare for BG)
FD15MAYDACYYZ/EK-RT-K	(To see Return fare Specific class)
FD15MAYDACJFK/QR-PRI-BDC99-RT	(See corporate fare, if provided by airline)
FD18MAY20DACJED/SV-RT.T12MAR20	(Historical Fare Display)
FN*1	(To see Fare Note list)
FN*1/4	(To see fare note Details for page 4)
FN*1/ALL	(To see All fare note details)
FR*1	(To see Route at fare)
FD*	(Go back to main screen)
FDC*1//AA	(To see booking class of 3rd Carrier)
OTHERS:	
FTAX-BD	(Tax description country wise)
FBT*	(To see all currency code)
FBT*BD	(To see currency code by country code)
FZSUSD1000BDT	(Currency Conversion)
FZSUSD1000BDT.05JAN19	(See Rate for specific date)

1-FD14SEPLONHKK

UNSALEABLE FARES MAY EXIST

FARES LAST UPDATED 05JUN 11:26AM

LON-HKG DEPART 14SEP

MPM 8163 EH

ADDITIONAL TAXES/FEES MAY APPLY

PUBLIC/PRIVATE FARES FOR SLIG

HF EUR HUF CURRENCY FARES EXIST

1. Line Number	2. Carrier	3. Fare	4. R for Round Trip or blank for One Way	5. Fare Basis	6. Booking Class	7. Advance Purchase and Ticketing	8. Min/Max Stay	9. Season	10. M for Mileage or R for Route fare	11. Global Indicator	12. Day of Week or Time of Day restrictions
1	LX	91.00R		KNNZ05GB	K	+	SU/3M			R	EH
2	TK	139.00R		WN1PRO	W	+	SU/3M			R	EH
3	KC	150.00R		EEE1MKC	E	+	/1M			R	EH
4	OS	154.00R		LNNGB	L		V/12M			R	EH
5	UL	160.00R		NLE6M1GB	N		/6M	04AUG -12DEC		R	EH
6	LX	164.00R		LNNZ05GB	L	+	SU/3M			R	EH
7	KL	164.00R		VPRGB	V	+	SU/1M			R	EH
8	OS	166.00R		ENCGB	E		V/12M			R	EH
9	KC	170.00R		SEE1MKC	S	+	/1M			R	EH
10	UL	178.00R		NLE6M1GB	N		/6M	04AUG -12DEC		R	EH
11	UN	180.00R		IPR3M	I	+	/3M			R	EH
12	TK	189.00R		PK2XPB	P	+	V/12M			R	EH
13	LX	196.00R		ENNGB	E	+	SU/12M			R	EH
14	VN	100.00R		ELOXEU	E			12AUG -11DEC		R	EH
15	AF	106.00R		VPRWGB	V	+	SU/1M			R	EH

2.FARE QUOTE (FQC=ITINERARY FARE AND GUARANTEED WITH TAX)

FQCEK/ET	(Fare quote in EY)
FQBB/CEY/ET	(Best Buy Fare Quote in EY)
FQCEK/P1-2.4/ET	(Fare quote for Pax 1- 2 & 4)
FQCTG@YOW5/ET	(Fare quote with Fare basis, in case of Manual Fare or Reissue)
FQCEK/S1.4/ET	(Fare quote with Segment wise)
FQL	(To see fare Breakdown before save)
FQ-BGGADT:P/CSL/ET	(Fare quote for SL with Baggage, also can be used for corporate fare)
FQCEK/ACC/ET	(Accompanied Child fare, See child fare in separate PNR)
FQCEK/TE-UT/ET	(To exempt UT TAX for all airlines except BG)
FQCBG/P1-2*PLM.3*C04.4*INF/TE-UT/ET	(Umrah Fare Load, only for BG)
FQL	(TO SEE FARE QUOTE DETAILS)
FQN1	(TO SEE FARE QUOTE NOTE DETAILS)
FN1/ALL	(TO SEE FARE QUOTE NOTE DETAILS ALL NOTES)
FN1/4.8	(TO SEE FARE QUOTE NOTE DETAILS ONLY 4 & 8 NUMBER)
*FF1	(REDISPLAY FILED FARE #1)

TO CHECK INTERLINK AIRLINE AGREEMENT
DT/IAT/DISSQ (FOR SQ)

3.CANCEL FARE FILE

FX1	(CANCEL FARE NO 1)
FXALL	(CANCEL ALL FARE FILE)
FX1P4	(CANCEL PAX 4 FROM FARE FILE 1)
/OS1	(To Cancel Ticketed Fare)
	****Restore Fare***
FF1@R	Restore Ticketed Fare File
FF1P2@R	

4.TICKET MODIFIER UPDATE

MANDATORY TICKET MODIFIERS

- Commission rate = TMU1Z7

TPC01	(To See Net Ticket Data Details)
-------	----------------------------------
- Form of payment= TMU1FS (Cash)

TMU1FINVAGT	(AS invoice)
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****Optional Form of Payment****

Credit Card: JVVI123412341234/T25693/D0915/MEY
 TMU1FAX123412341234*D0915*A12345 (AS credit card)
 (AX- American Express, VI-Visa, CA-Mastercard)

Easy Pay: TMU1FEP161122334455667*D1020
 161122334455667 is the easy pay number taken from BSP website
 1020 is the month and expiry year of the easy pay number

OPTIONAL TICKET MODIFIERS

1. Endorsement = TMU1EB VALID ON EK AC ONLY*EB NON END NON REF
(MAX 29 character + MAX 29 character=MAX 58 CHARACTER)
2. Tour Code = TMU1TCDAC008
3. IT TICKET = TMU1IT*PC (IT has to be allowed by airline, check if fare is IT in Fare construction)

TO CHANGE

- TMU1Z@5 (commission change)
TMU1C@MH (plating carrier change)
TMU1F@INVAGT (FORM OF PAYMENT CHANGE)

TO DELETE

- TMU1Z @ (commission)
TMU1C@ (carrier)
TMU1F@ (Form of Payment)
TMU1TC@ (Tour code)

5.LINKAGE TO PRINTER

- HMLD (check printer linkage and status)
HMOMC7FE37-U (CHANGE STATUS TO UP)
HMLMA12344DA (Update MIR Device)

ND Linkage error

- HMET (This will show GTID –which is the device number, same code that appears)
HMLMGTTIDXXXDT
HMLMC7FE37DIE (FOR ITN printer device NBR)

6.CHECK LIST BEFORE ISSUING ET TICKET

1. Check printer linkage (HMLD) U= up (all PC)
2. Open your print manager ICON WITH ALL PC THEN go to TOOL and do CONNECT NOW.
3. Check TICKET quota (HMTQ/D)
4. Keep your printer ONLINE

7.HOW TO ISSUE TICKET:

1. Create PNR
2. Quote Fare and save the Fare in PNR. Entry:
FQCEK/ET (Guaranteed Fare)

If there is no guaranteed fare, Quote Fare manually and do Manual Fare Build Update (has to be allowed by the airline)

- Entry:
FQCTG@YOW5/ET (Quote fare with Fare Basis)
*FB1 (ENTER INTO FARE BUILD SCREEN)

3. Update Ticket modifier.

Entry:

TMU1Z7	(Commission field)
TMU1FINVAGT	(Form of Payment field)
TMU1TCDAC008	(Tour Code)

4. Give TICKET Print

Command. Entry:

TKP1P1/DTD	(1st P1 is for FARE 1 & 2nd P1 is for PAX 1)
TKPDTD	(Issue All Tickets)
TKPDTDAD	(Issue Tickets and also generate MIR files)

Reprint E-Ticket:

TSD2171234567890

503LN8/MH DACOU 6Y71MH AG 42306040 15OCT

1.1BASHAD/ABDUL MR

1. SV 3401 K 21OCT DACDMM HK1 0840 1110 O* WE

*ALL

*P

*TD

*FF

*NP

*VL

*VR

*SI

*HTI

*HTE

*DI



```

TKT: 065 3754 361218      NAME: BASHAD/ABDUL
MR

ISSUED: 16OCT20           FOP:INVAGT*RAIYAN
MONIR
PSEUDO: 00MS  PLATING CARRIER: SV  ISO: BD  IATA: 42301840
  USE  CR FLT  CLS  DATE BRDOFF TIME  ST F/B      FARE  CPN
  OPEN SV 3401  K  21OCT DACDMM  0840 OK  KOW      1
                                NVB21OCT NVA21OCT 2PC

FARE USD      800.00 TAX      500BD TAX      2000OW TAX      8409XT
TOTAL BDT      78269
EQUIV BDT      67360
  TKT VALD 1Y FRM ISSUE DATE

DAC SV DMM 800.00 NUC800.00END ROE1.0 XT 842P7842P8
3000UT180E31954IO328E51263YR

RLOC 1G 503LN8      1A
PDB9FI
    
```

8. HOW TO CHECK TICKET QUOTA:

HMTQ/D (To Display the range of AGENCIES ticket QUOTA/CAPPING)

9. HOW TO CHECK TINS (SALES) REPORT

HMPR (To check TINS report for the DAY)
HMPR/10SEP (To check TINS report BY THE SPECIFIC DATE)
HMPP (To CHECK TOTAL TINS REPORT FOR A WEEK)
HMPP/10JUL-20JUL (To CHECK SALES REPORT WITH DATE RANGE)
HMPR*E/10OCT (Full details of sales report including booking agency code)
P- HMPR (To PRINT TINS report for the DAY)
P- HMPR/10DEC (To PRINT TINS report BY THE SPECIFIC DATE)
P-HMPP (To Print TINS report of the total week)
P-HMPP/10JUL-20JUL (TO PRINT SALES WITH DATE RANGE)

10.VOID

TRV/1761234567890 (For conjunction ticket give first ticket number)
TRVE/1761234567890 (Void Reissued Tickets) ***Only on supported carriers***

11. REVALIDATION

1. *PNR

2. Change date or flight (Rebook segment)

R.M

ER

IR

3. Pass ticket number to SI Field in TKNM field

Find Check digit- XX2179900449896/7

It will show: EQUALS 311,414,349,985 REM 1 Insert 1 is the Check digit
Ticket with SI.P1/TKNM*21799004498961

4. *TE/2179900449896

ENTRY:

TKRETS1/TN2179900449896/C1 (WITHOUT CHECK
DIGIT) RESPONSE: ELECTRONIC TICKET REVALIDATED

If NOT VALID BEFORE & AFTER need update

TKRETS1/TN2179900449896/C1/NVB22JUN07/NVA22JUN08

12. REISSUE ET

Reissue of tickets can be for Unused Tickets or Used Tickets. The difference is for Used tickets in many cases full modification of fare is required.

You can choose graphic mode or manual commands.

A. Graphical Mode

Quote fare normally, FQCEK/ET or FQCEK@YRTBD/ET or FQCEK.H01DEC20/ET (for half portion)

Click on the Smart Ticket Assistant Logo Then select Manual Fare builder. Must update Smartpoint to at least 9.0.2.106



Smartpoint Assisted Ticketing

Issue My Ticket Ticket List Ticket Revalidation Ticket Void Ticket Refund **Manual Fare Builder** Involuntary Change

Current PNR: **503LN8**

▼ Select Fare Source

CREATE EMPTY FARE

or

1 - 78269 BDT (P1 S1) LOAD MASK FROM FF

or

0653754361218 - BDT78269 (ABDUL MR BASHAD) LOAD MASK FROM E-TICKET

► Select Segments and Passengers

► Store Fares

Click on Load mask from FF



Manual Mask v.1.4.43

Current PNR: **B7757M**

► Select Fare Source

▼ Select Segments and Passengers

Segments:

<input checked="" type="checkbox"/>	1	DAC-KUL	MH	103	S	20JAN	1230
<input checked="" type="checkbox"/>	2	KUL-DAC	MH	196	S	25JAN	1950

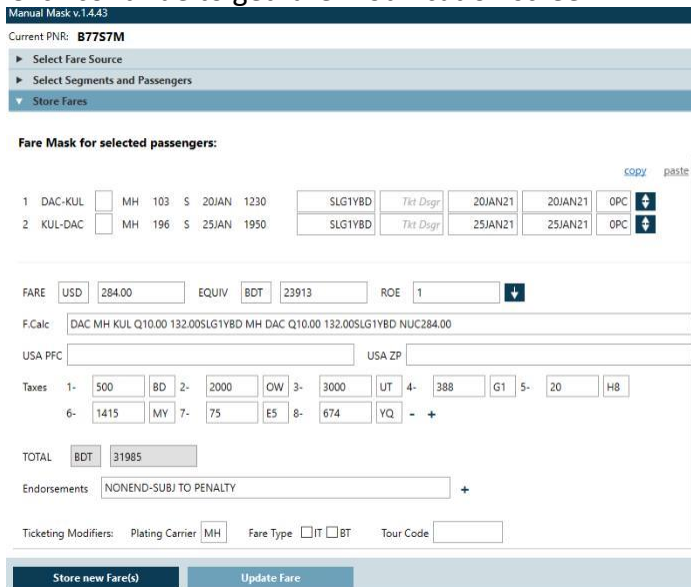
☒ Unselect all

Passengers:

<input checked="" type="checkbox"/>	1	ADT	MAHDEEMR KABIR
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Continue

Click continue to get fare modification screen



Manual Mask v.1.4.43

Current PNR: **B7757M**

► Select Fare Source

► Select Segments and Passengers

▼ Store Fares

Fare Mask for selected passengers:

1	DAC-KUL	<input type="checkbox"/>	MH	103	S	20JAN	1230	SLG1YBD	Tkt Degr	20JAN21	20JAN21	OPC	↕
2	KUL-DAC	<input type="checkbox"/>	MH	196	S	25JAN	1950	SLG1YBD	Tkt Degr	25JAN21	25JAN21	OPC	↕

copy paste

FARE USD 284.00 EQUIV BDT 23913 ROE 1

F.Calc: DAC MH KUL Q10.00 132.00SLG1YBD MH DAC Q10.00 132.00SLG1YBD NUC284.00

USA PFC USA ZP

Taxes 1- 500 BD 2- 2000 OW 3- 3000 UT 4- 388 G1 5- 20 H8

6- 1415 MY 7- 75 ES 8- 674 YQ - +

TOTAL BDT 31985

Endorsements: NONEND-SUBJ TO PENALTY +

Ticketing Modifiers: Plating Carrier MH Fare Type ☐ IT ☐ BT Tour Code

Store new fare(s) Update Fare

Update fare as per recommendations from airline and then click on store new fares. Remember to Save by Receive +ER


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FQ1 - S1-2                                AP          B 21MAY20 31/
AG
FQCMH/ET
P1 KABIR/MAHDEEMR                        ADT          B          BDT 25913
DAC MH KUL Q10.00 132.00SLG1YBD MH DAC Q10.00 132.00SLG1YBD NU
C284.00 END ROE1
FARE USD284.00 EQU BDT23913 TAX 20000C TOT BDT25913
***ADDITIONAL FEES MAY APPLY*SEE>F01*
S1 FB-SLG1YBD B-0PC                      NB-20JAN      NA-20JAN
S2 FB-SLG1YBD B-0PC                      NB-25JAN      NA-25JAN
NONEND-SUBJ TO PENALTY

```

B. Manual Commands

For Used or Unused Tickets

1. Load fare for Each Pax Separately (eg FQCEK/P1/ET & FQCEK/P2/ET).
You can use Historical Fare entry for half portion reissue or Used ticket
eg. FQCEK.H13APR15/P1/ET
(Here 13APR15 is the issue date)
2. *FB1 (To open Fare Modification screen)

Check the fare, it matches with your original ticket then you should skip to step 7. If fare increases for upgrade then new fare has to be taken. If however fare reduces, or you have quoted a manual fare then you have to modify the fare as per the ticket

3. FBUEQ/....(Fare basis change entry)
4. FBUEQ/USD... (Fare change entry)
5. FBUEQ/BDT....(Equivalent BDT change entry)
6. FBUEQ/....(Fare Construction change entry)
7. FBUEQ1/ (Tax delete entry from slot 1; give multiple times for all taxes)
8. FBUEQ1/3855XP (Additional charge eg. USD50 entry with code eg. XP)
9. FBUEQ2/150ER (add any tax that has to be collected, add more FBUEQ3/..)
10. *FB (To check Fare Modifications done)
11. FBUEQ/ (To Recalculate Total)
12. FBUEQ
13. Receive & ER

Modify the fares of other passengers using *FB2, *FB3.....

Ticket Exchange:

1. TMU1FEX1765289098231 (1765289098231 is ticket no of specific passenger)

```
>*EX **TICKET FOR**:
```

SULTANA/SAYEMAMRS		PSGR 1/ 1	
NEW FARE: USD	164.00	EQUIV: -BDT	13153
TX1:	40430D	TX2:	TX3:
		TX4:	

EXCH TICKET:	TICKET NUMBER	THRU	TICKET NUMBER	NO. CPNS
	.81613944564703	-.01
COUPONS FOR TKT1:..2.. TKT2:..... TKT3:..... TKT4:.....				
TTL VALUE:-BDT10266.... BSR:..... ORIG FOP:-INVAGT.....				
ORIG ISSUE:	TICKET NUMBER	ORG/DES	CITY	DATE IATA CODE
	-DAC/DAC	-DAC	-05JUL17 -4231331

TTL Value:-BDT.... ORIG FOP:-INVAGT

(write Equivalent BDT in TTL Value & INVAGT or S in ORIG FOP) Go to last dot and give enter.

```
>*TP **TICKET FOR**: SULTANA/SAYEMAMRS          PSGR 1/ 1
NEW FARE: USD 164.00 EQUIV: -BDT 13153
TX1: 40430D TX2: TX3: TX4:
PAID TAXES
T1 ..... T2 ..... T3 ..... T4 .....
T5 ..... T6 ..... T7 ..... T8 .....
T9 ..... T10 ..... T11 ..... T12 .....
T13 ..... T14 ..... T15 ..... T16 .....
T17 ..... T18 ..... T19 ..... T20 .....

U.S. PSGR FACILITY CHARGES
APT1 ..... APT2 ..... APT3 ..... APT4 .....
.
```

Press Tab and Go to the DOT under APT1 and then press ENTER

```
>*MR          TOTAL ADD COLLECT          6930 BDT
/F-INVAGT.....
/F.....
/F.....
.
>
```

TAB and go to the first line and then write INVAGT and then press ENTER Commission Entry:

TMU1Z0 (for Reissue with *No* Fare Change)

Or TMU1Z7 (for Reissue with Fare Change)

If more than 1 pax, exchange ticket & give commission entry for other pax using TMU2FEX... ,

Ticket Issue Entry: TKPDTD (for issuing all tickets)

Or TKP1P1/DTD (for issuing FARE FILE 1 & PAX 1)

Additional Commands for Manual Fare Modification:

FBUBG/22K (BAGGAGE ALLOWED CHANGE)

FBUBG1/25K (SEGMENTWISE BAGGAGE ALLOWED CHANGE)

FBUBG/1PC (BAGGAGE ALLOWED CHANGE)

FBUFB2-3/YEE6M (TO CHANGE FB for segment 2 & 3)

FBUEB/ VALID ON EK.AC ONLY (Endorsement Box)

FBFALL (File the build fare for all same PAX type in Fare File)

FBUX1/O (TO CHANGE THE STOPOVER status IN SEGMENT NUMBER 1)

FBUX3/X (TO CHANGE THE NON STOPOVER status IN SEGMENT NUMBER 3)

FBUPFC/ (If it shows incomplete PFC information)

ADVANCED USERS ONLY

Reissue Multiple Pax Tickets

1. File Fare of all same type pax(Adult/ Child) together

2. Modify fare accordingly. (*FB1)

3. Update Tour Code, Endorsement and Commission

4. Exchange Ticket and ISSUE together

TKP1P1/FEX_____

TKP1P2/FEX_____ (And so on for other PAX)

**** Remember To Exchange Ticket No. Care Fully****

**** **Should Only Be Done By Agents who are Experts With Reissue******

13. REFUND ET

1. *TE/1769900449898 (FOR CHECKING ET STATUS & TICKET ISSUING DATE)
2. TRNE17699004498983/05JAN20

```

>*TRN1                                     PAGE 1 OF 4
DATE OF REFUND: 16OCT20 ORIGINAL COMM RATE *7.00. CURRENCY BDT
ISSUE DATE OF REFUNDED DOC 16OCT20 AIRLINE SV DOM/INT I
PASSENGER NAME BASHAD/ABDUL MR
DOCUMENT NUMBER 06537543612180 THRU DOC
UNUSED COUPONS FOR DOC1: 1 DOC2: DOC3:
UNUSED COUPONS FOR DOC4: DOC5: DOC6:
CASH AMT EX TAX PAID 67360 CASH AMT USED *0.....
CREDIT AMT EX TAX PAID CREDIT AMT USED *.....
TOTAL TAX AMOUNT PAID 10909 CANCELLATION CHARGE *8500....
UNUSED TAXES TO BE REFUNDED Y/N *Y

```

Insert only CASH AMT USED and CANCELLATION CHARGE. Write Y in last Line and then give ENTER

```

>*TRNTAX
1: *500.....*BD 2: *2000.....*OW 3: *842.....*P7 4: *842.....*P8
5: *3000.....*UT 6: *180.....*E3 7: *1954.....*IO 8: *328.....*E5
9: *1263.....*YR 10: ..... 11: ..... 12: .....

```

Taxes in the screen will be refunded. If any tax is nonrefundable then use . to erase amount and code. Then go to end of info (in this case slot 10) and the press enter

```

>*TRN2  A/L AUTHORITY ..... PAGE 2 OF 4
REFUNDED PFC AIRPORT CODE AND CHARGE INDICATOR
PFC1*... *..... PFC2*... *..... PFC3*... *..... PFC4*... *.....
CREDIT CARD CODE CARD NUMBER
EXPIRY DATE REFUND AMOUNT *.....
CREDIT FOP CODE NUMBER
EXPIRY DATE REFUND AMOUNT *.....
COMM PERCENT/AMOUNT ON CANCELLATION CHARGE *...../ *.....
TOUR CODE NET Y/N *N NET FARE AMT
TOTAL CREDIT REFUND DUE 0
TOTAL CASH REFUND DUE 69769 THIRD SCREEN Y/N *N

```

If regular refund then check the total cash refund due and then go to third screen. Write N and then press enter. ***If you have to add any remark then write Y and press Enter)

```

>*TRN3                                     PAGE 3 OF 4
CREDIT CARD CODE CARD NUMBER
EXPIRY DATE *..... REFUND AMOUNT *.....
TOTAL CREDIT REFUND DUE 0
TOTAL CASH REFUND DUE 69769
REMARKS *CANCELLED DUE COVID 19.....
*.....
*.....

```

FOURTH MIR FREETEXT SCREEN Y/N *N

Write the remark and then write N in the fourth screen and then give ENTER

RE-PRINT REFUND NOTICE

TSDR1769900451424/27MAY20

(WITH DATE OF REFUND)

Refund Cancel

TRNC1769900451424

14. Fare Quote Planner (Check tax breakdown for any route)

FQPDACCCUBOMCCUDAC+BG (For One carrier)

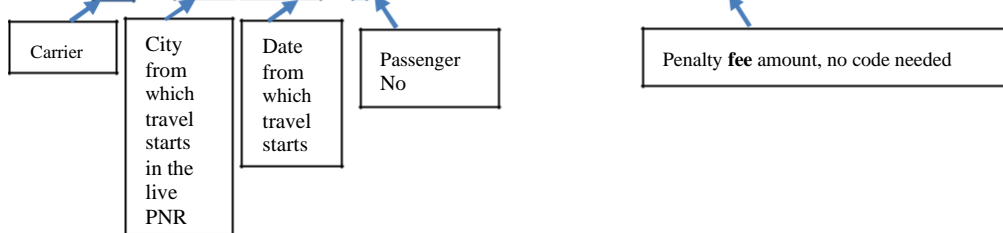
FQPDAC22FEB20JFK+TK.T20FEB20 (For Historical data)

FQP*1 (To see tax breakdown)

15.EMD Formats

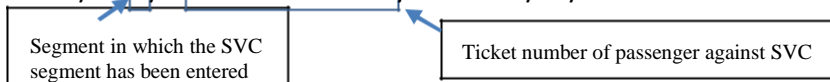
EMD for CX and UL date change penalty or no show penalty

0SVCCXEK1DAC20JAN-N1/D/98F/PENALTY FEE/XXXX



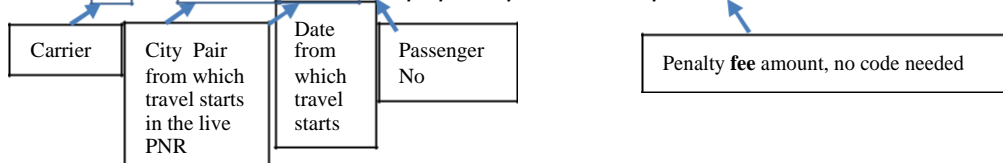
Insert this command multiple times if multiple passengers exist in the PNR. Issue the EMD for each passenger with:

EMDI/SM1/IC1234567890123/FINVAGT/Z0/PI-R

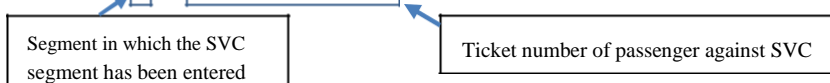


SV No Show Penalty

0SVCSVEK1DACJED20JAN-N1/D/NSH/NO SHOW/XXXX



EMDI/SM1/IC1234567890123/FINVAGT/Z0/PI-R



Group EMDs:

1. Give below entry with Group fare and tax for all Pax in place of 2163500:

0SVCEKEK1DAC30MAR-NG/D/997/GROUP DEPOSIT/2163500/BDT

(if no passenger names are added to the PNR)

2. Issue EMD:

EMDI/SM1/FS/Z0/ER-GROUP DEPOSIT FOR PNR ABCDEF/PI-R

(SM1 is the line at which SVC segment is added, FS means Form of Payment is Cash, Z0 means commission is 0 and ER means EMD reason)

Seat Allocation EMD

Allocate the seats from Seat Map and check the amount in *DAS of the PNR

Issue the EMD: EMDI/P1/IC1234567890123/ER-SEAT ALLOCATION/Z0/FINVAGT

P1 is the pax no. 1234567890123 is the ticker number.